

LETTER OF INSTRUCTION

STATINTL

Supply Division, [REDACTED] Small Purchases Branch

Position No. GS-07 (Proposed) Procurement Supply Assist

1. The purpose of this memorandum is to provide you, the incumbent of the above position, with a clear understanding of your Branch, the responsibilities of your position and what is expected of you.

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2. The Small Purchases Branch [REDACTED] is responsible for the procurement, shipment and/or delivery of low-cost, common items which are handled under an imprest fund or procured on a

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[REDACTED]
Property Procurement Allotment/Property Requisitioning Authority and Financial Property Accountability systems.

3. As Procurement Assistant, you are expected to have a thorough knowledge of the scope, the responsibilities and authorities (as expressed in [REDACTED] and the procedures for accomplishing the mission of the Branch.

4. Your primary responsibilities will be those of packaging materiel received from commercial vendors or other sources for shipment via parcel post or pouch channels. You are expected to be thoroughly familiar with the requirements for shipping material via these methods. You must be

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able to recognize those items which because of their physical characteristics preclude shipment either via parcel post or pouch. You must also be able to recognize those items which require special packing or shipping and divert them to P&CS/MFB for further processing. You must examine all material and documentation turned over to you for packing and onward movement to insure that the material matches the document and ^{is} in proper condition for processing. Care must be exercised to insure that material is properly identified prior to and after packing to be certain it reaches the proper requestor, and does not become lost or mislaid.

5. You must have a thorough knowledge of the documentation requirements and their preparation for parcel post, pouch, cargo and local deliveries. It is emphasized that the packing of material and the related documentation is your primary responsibility.

6. You are expected to develop and become knowledgeable of other aspects of Branch functions or phases of the operation. You must exercise good judgment and common sense in carrying out your responsibilities. Workloads will be continuously reviewed and managed and unusual conditions brought to my attention. You will be afforded every opportunity to assist in the administrative functions of the Branch to acquaint yourself with those responsibilities as all personnel in the Branch are expected to complete cross-training to fill any gap which may develop at a later date.

7. You must have a constant awareness of the continuing need for good housekeeping practices; the importance of Safety and Security in

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daily operations and at the end of each day; the wearing of safety shoes at all times if your assignment requires; the proper use and operation of materials handling equipment, and the adherence to time and attendance regulations, particularly the reporting of absences.

8. You are expected to make suggestions for change, particularly in procedures; generate ideas for improvement of our operation as well as demonstrate initiative in problem solving. Where unusual conditions exist which require correction, I desire to be made aware of them.

9. The Senior Procurement Officer will be a major source of direction and guidance to assist you in fulfilling your responsibilities. I strongly urge you to consult with me or him at any time concerning any problem areas or when you need assistance. I will discuss your performance with you periodically and your fitness report will reflect the quality of your performance and those functions and duties expressed in this Letter of Instruction.

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CHIEF, SMALL PURCHASES BRANCH/CD

ACKNOWLEDGED:


8-29-74
Date

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